

CORRECTIONS TO THE VSDP MANUAL

Pages with Corrections:

All corrections are italicized and bolded.

Pages 16, 17, 18, 21, 22, 28, 32, 26, 37, 43, 44, 56,
58, 61, 73, 75, 86, 109

DEPARTMENT OF ACCOUNTS

CIPPS WORKSHOP

VS Virginia Sickness &
DP Disability Program

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Table of Contents

| Title | Page |
|---|-------------|
| Section 1 – Introduction | 4 |
| Section 2 – CIPPS Masterfile Changes | 6 |
| Section 3 – Non-Work Related Disability | 14 |
| Section 4 – Work Related Disability | 40 |
| Section 5 – Non-VSDP Participant Work Related Disability | 70 |
| Section 6 – Reclassification of Pay | 78 |
| Section 7 – FINDS | 94 |
| Section 8 – CIPPS Leave Accounting | 100 |
| Addendum | 110 |

Section 1

Introduction

- Welcome
- Presenters
- Housekeeping
 - Parking
 - Telephones
 - Rest Rooms
 - Breaks
- Course Objective
- Manual
- Questions

Section 2

CIPPS Masterfile Changes

Learning Points

- I. Review of H0BUO
 - SDP Participant Indicator- Default value of Y for new employees
- II. Review of HMCU1
 - Retirement code for Part-time employees- LT
- III. Review of H0ZDC
 - LTD deduction code 36- Currently funds the LTD
- IV. Review of HPIUS
 - SDP Participant Indicator- Default value of Y
 - SDP Recipient Indicator- Default value of N
 - SDP Employment Date- Months of Service used in allocation process
 - Convert to SDP?- Enter a value of V for VRS service credits or D for Disability Credits

GU 230,1111111200

ON H0BUO

-----EMPLOYEE JOB DESCRIPTION-----

_ COMPANY--> 00230 EMPLOYEE NUMBER--> 1111111200
NAME-----> BARBARA B BAKER

| | |
|-------------------------------|-------------------------------|
| ESTABLISHMENT CODE--> ____ | JOB CLASS-----> 72135 |
| SDP PARTICIPANT-> Y | TRAINEE STATUS----> 0 |
| JOB DESCRIPTION-----> _____ | TERM/TRANS-----> _ |
| FIPS CODE-----> 51760 | WORKER'S COMP CODE-----> 8810 |
| FLSA CD-----> _ | CONTRACT LENGTH-----> 00 |
| ALIEN CD-----> C | NUMBER OF PAYS-----> 24 |
| EFF WRK YR-----> 00/00/00 | WORK YR HRS-----> .00 |
| RACE-----> OTHER | EMP TYPE-----> _ |
| HCE CD-----> 0 | AG EMP START-----> 00/00/00 |
| STATE APP SAL-----> .00 | PER ACT-----> N |
| FED APP SAL-----> .00 | ENC-----> N |
| NON APP SAL-----> .00 | HAND CD-----> ____ |

02/04/99 08:31:14 M3LL CIP5 ____

NOTE: If using CIPPS leave, this indicator will automatically be changed to a "Y" when conversion indicator of "V" or "D" is entered on HPIUS. If not using CIPPS leave, this indicator will have to be manually updated to a value of "Y" if the employee is participating in the VSDP.

NOTE 2: All new hires, including transferred employees, will have an indicator of "Y" automatically. This indicator will need to be changed for transferred employees who have opted out of the VSDP.

> C

00230,11111111100

ON HMCU1

-EMPLOYEE BENEFITS-

_ COMPANY--> 00230 EMPLOYEE NUMBER--> 11111111100
NAME-----> ARTHUR A ABLE

-HEALTHCARE BENEFITS-

PROVIDER CODE----->
MEMBERSHIP TYPE--->
PREMIUM CONV----->

-RETIREMENT BENEFITS-

RETIRE PLAN CODE--> LT

0001I-ENTER HEALTH TRANSACTIONS IN BES A205W-END OF LIST

02/04/99 08:51:01 M3LL CIP5 _____

> C

230,1111111100,36

ON H0ZDC

-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 00230 EMPLOYEE NUMBER---> 1111111100

NAME-----> ARTHUR A ABLE

| NO | NAME | CALC | GN | FR | AMT/PCT | GOAL | UTILITY | MTD | YTD |
|------------|-----------------|-----------|----------|-----------|------------|------------|----------------|------------|------------|
| _ 1 | DCSE-SUP | 96 | 2 | 09 | 500.00 | .00 | 0000001 | .00 | .00 |
| _15 | RET CRDT | 96 | 1 | 09 | .00680 | .00 | 3000000 | .00 | .00 |
| _16 | RETIRMNT | 96 | 1 | 09 | .10100 | .00 | 3000000 | .00 | .00 |
| _17 | BUYBACK | 96 | 2 | 00 | .05000 | .00 | 3000000 | .00 | .00 |
| _20 | GRPINSR | 01 | 1 | 09 | .00 | .00 | 0000000 | .00 | .00 |
| _24 | PRM CONV | 85 | 1 | 09 | 15.00 | .00 | 0220001 | .00 | .00 |
| _25 | EMP HLTH | 96 | 2 | 00 | 18.00 | .00 | 0000000 | .00 | .00 |
| _26 | AGY HLTH | 96 | 2 | 09 | 98.50 | .00 | 0000000 | .00 | .00 |
| _36 | LT DISAB | 02 | 1 | 09 | .00 | .00 | 0000000 | .00 | .00 |
| _0 | | 00 | 0 | 00 | _____ | .00 | 0000000 | .00 | .00 |

A205W-END OF LIST

02/04/99 08:54:54 M3LL CIP5 ____

HPIUS Screen

Four new fields have been added to the **EMPLOYEE LEAVE STATUS** screen. (See highlighted fields below.)

| | | | |
|----------------------------------|--|--|--|
| > GUH | | ON HPIUS | |
| -----EMPLOYEE LEAVE STATUS----- | | | |
| COMPANY--> 00000 | | EMPLOYEE NO----->00000000000 | |
| NAME-----> | | | |
| - ANNUAL LEAVE-----> Y YES | | SICK LEAVE-----> Y YES | |
| FLSA STAT-----> E EXEMPT | | OVERTIME LEAVE MAX--> 0 0 HOURS | |
| COMP LEAVE STATUS-----> Y YES | | SDP PARTICIPANT-----> N NO | |
| ON CALL LEAVE STAT-----> N NO | | SDP RECIPIENT-----> N NO | |
| PERCENT EMPLOYMENT--> 1.00 | | SDP EMPLOY DATE-----> 00/00/00 | |
| PERIOD START DATE-----> 00/00/00 | | 60-DAY LEAVE IND-----> N NO | |
| BEGIN LEAVE DATE-----> 00/00/00 | | ADJUSTED EMP DATE-----> 00/00/00 | |
| END LEAVE DATE-----> 00/00/00 | | PROCESS IND-----> _ YES | |
| CONVERT TO SDP ? _ | | | |

- **SDP PARTICIPANT**
 - 'Y' (Yes) indicates the employee participates in the VSDP
 - 'N' (No) indicates the employee does not participate in the VSDP
- **SDP RECIPIENT**
 - 'N' (No) indicates the employee is not receiving VSDP benefits
 - 'Y' (Yes) indicates the employee is receiving VSDP benefits
- **SDP EMPLOY DATE**
 - Employee's State Employment Date used to determine yearly allocations
 - Format will always be MM/01/YY with the day always "01"
 - Not necessarily the CIPPS Adjusted Employment Date or the Agency Employment Date
 - Includes LWOP periods
 - Zero filled initially (00/00/00)
- **CONVERT TO SDP?**
 - Used to indicate in conversion how to convert sick leave balances
 - 'V' indicates convert sick balance to VRS Service Credits
 - 'D' indicates convert sick balance to Disability Credits
 - NOTE: This field will only be used during conversion and then deleted after each record has been converted

Review Questions

Section 2

1. When adding a new employee, **overnight** a value of _____ will be entered in the SDP Participant field.
2. If a new employee that has been entered into CIPPS the previous day is not participating in the VSDP (a transferred employee to your agency who has opted out), a value of _____ must be entered into the SDP Participant field.
3. A new retirement code of _____ has been established in CIPPS to identify part-time classified employees. Upon entry of this code on the HMCU1 screen, deduction number _____ will be established on the H0ZDC screen for the employee.
4. All eligible employees of the Virginia Retirement System have deduction number _____ established on their H0ZDC screen. This deduction number is used to fund long-term disability for the VSDP.
5. For employees who are not participating in the VSDP, the frequency for deduction number 36 should be turned off. TRUE or FALSE.

Section 3

VSDP

Non-Work Related Disability

Example

LEARNING POINTS

I. Action Reports

- INITIATION
- DETERMINATION:
 - Case Type
 - STD – Short Term Disability
 - LTD – Long Term Disability
 - WC – Workers' Compensation
 - FMLA – Family Medical Leave
 - Workers' Compensation Status
 - Pending – Potential Workers' Compensation case.
 - Delay – VSDP has not confirmed status of WC.
 - Active – Workers' Compensation case approved.
 - Denied – Workers' Compensation case denied but VSDP could still be in effect.
 - Estimated Return to Work Date (ERWD)
 - Authorized Start/End Date
 - STD End Date
 - Waiting Period Waived
 - Rates of Pay/Effective Date
 - Comments/Note Section
 - Authorization
- CLOSURE
 - Closure Date
 - Closure Reason
- HR/Payroll/BA may or may not receive all these in a particular case. In some instances, you may only receive a determination and/or a closure report on a particular case.

II. Payments

- No payments should be processed unless an authorized and completed form has been received (i.e VSDP, Leave Usage, LWOP).
- Regular Pay- used to pay for hours worked or leave usage, including Disability Credits, in the pay period.
- Special Pay 61- VSDPBEN- Amount of benefit payment to a participant for non-work related injury (both taxable and reportable)

III. **Deduction Overrides**

- To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.
- Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special pays 02, 15, 61, 62 and 63. Thus a deduction override(s) may or may not be necessary for payments to an employee.
- Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on HOBID plus any current special pays 02, 15, 61, 62 and 63. Thus these deductions will require a deduction override to be processed.

IV. **Review of Election to Use Disability Credit Form**

- Completed and signed by the employee and must be submitted prior to the start of the earnings period in which they are to be applied.
- Only one needs to be completed for each disability
- Indicates the date to begin applying credits to payments(Regular pay entered on HUA03 or HUA01)
- See Addendum Section AI for an example sheet.

ACTION REPORTS

- **INITIATION:** Lets HR/Payroll/BA know that VSDP/CORE has been advised that an employee may possibly have a claim forthcoming. No other action is required other than to file this information.
- **DETERMINATION:** This action report informs HR/Payroll/BA that the claim has been approved and payment of VSDP benefits is authorized. The determination action report gives the following information:
 - Case Type – Informs processor of the disability classification.
 - Workers' Comp Status – Communicates the status of the Workers' Compensation claim.
 - Estimated Return to Work Date – Date the employee is expected back to work. STD benefits should be paid up to this date on an anticipatory basis, unless another DETERMINATION ACTION report is generated.
 - Authorized Start Date – actual day the claim begins.
 - Authorized End Date – Date through which CORE has authorized benefits. Payments should continue through the Estimated Return to Work Date, on an anticipatory basis. Prior to closure, an action report will be generated extending the authorized end date through the date prior to the ERTWD.
 - STD End Date – 180 days after the start date, also the day LTD would come into effect.
 - Waiting Period Waived information – Tells processor if the 7-calendar day waiting period was waived or not. If yes, then the employee does not have to use leave or go on LWOP for those seven calendar days before program initiates. If no, the employee would have to use leave or go on LWOP for 7 calendar days before program initiates.
 - Rates of Pay – Level of benefit due participant due during a particular time frame.
 - Effective Date of Rate of Pay – breaks out the periods and percentages of pay for the employee. The date shown is the beginning date of the payment.
 - Comments/Note Section – Important case information may be transmitted in these areas.
 - May or may not have to be authorized, depends on the agencies' procedures.
- **CLOSURE:** This action report closes the case and ends the employee's claim. You will need to pay the employee the benefits through the end date at the correct percentage.
 - Closure Date – Date that the VSDP benefits end.
 - Closure Reason – Reason that the VSDP benefits ended

Action Report

| | |
|---------------------------------------|--|
| Subject: _____-Determination __/__/__ | |
| VSDP Action Report | |
| SSN: _____ | Contact Person: _____ |
| Agency Name: _____ | Case Status: _____ |
| Case Type: _____ | Workers' Compensation Status: _____ |
| FMLA Eligible: _____ | Estimated Return Work Date _____ |
| Authorized Start Date: _____ | Authorized End Date: _____ |
| STD End Date _____ | Potential for LTD: _____ |
| Waiting Period Waived: _____ | Eligible for W/C offset: _____ |
| VSDP Service Date: _____ | Last Day Worked: _____ |
| Rate of Pay: _____ | Effect Date of Rate of Pay: _____ |
| 100% | |
| 80% | |
| 60% | |
| Closure Date: _____ | Closure Reason: _____ |
| Job Modifications: _____ | |
| FMLA Intermittent Schedule: _____ | |
| Comments: _____ | |
| NOTE: _____ | |
| _____ | _____ |
| Agency Authorizing Signature | Date |

Summary Table of VSDP Special Pay information

| Special Pay | Purpose | Report/Stub Descriptor | Object Code | Taxability |
|-------------------------|--|-------------------------------|--------------------|-------------------|
| #61 | Pay VSDP disability benefit payments to VSDP participants for a non-work-related disability Can use HUC01 or HUE01 for processing. | VSDP BEN | 1153 | Taxable |
| #62 | Pay VSDP disability benefit payments for the State Supplement to Worker's Compensation to VSDP participants for a work-related disability Can only use a HUE01 screen for processing. An entry of \$.01 will be required on a regular pay transaction for deduction overrides to process. | WCSDPBEN | 1154 | Non-Taxable |
| #63 | Pay disability benefit payments for the State Supplement to Worker's Compensation to non-VSDP participants for a work-related disability Can use HUC01 or HUE01 for processing. | WC SUPP | 1152 | Taxable |
| #02 | Pay Worker's Compensation payments to employees for work-related claims Can only use a HUE01 screen for processing. An entry of \$.01 will be required on a regular pay transaction for deduction overrides to process. | WRK COMP | 1151 | Non-Taxable |
| Regular Earnings | VSDP participant earnings pursuant to Disability Credits and Annual, Compensatory, and Overtime Leave for either work-related or non-work-related disability | REGULAR | 1123 | Taxable |

Deduction Overrides for VRS Deductions

CIPPS Deduction Processing Methodology

- VRS deductions are calculated in CIPPS in one of two methods:
 1. To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.
 2. Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special pays 02, 15, 61, 62 and 63.
 3. Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on HOBID plus any current special pays 02, 15, 61, 62 and 63.
 4. If deduction overrides are not processed through CIPPS, adjustments to these deductions will need to be processed manually through a VRS-1501 and IAT.

**Short Term Disability
Non-Work Related
(Scenario)
Pay Period 1/25 – 2/9/99**

Mary Jones, social security # 123-45-6789, left work for a half day sick on Friday, 1/29/99. On Wednesday, 2/3/99, she notified VSDP of her disability, which is not work related. An action report will be initiated on that day.

Mary returned to work Thursday, 2/4/99 and worked the entire day. She is unable to return to work afterwards, due to the same disability. On 2/9/99, a VSDP nurse speaks with Mary's doctor and authorizes her disability through 2/15/99, which is her follow up appointment.

A Determination Action Report dated 2/9/99 is generated and forwarded to HR, BA and PR.

Mary will use 2 days of sick and 2 days of family and personal leave to cover her 7-day waiting period. Remember she worked for one day.

After her follow up visit, her doctor recommends she only attempt to work part-time (20 hours per week) for 2 weeks. This is accommodated via a Determination Action Report dated 2/16/99 showing that she is approved through 3/3/99. On 3/4/99, she is expected to return to work full time. Mary's salary each pay period is \$2000.00

Payroll and Leave Impact

- 1/25 – 2/5 Regular pay
Includes 1/29 4 hrs SP
- 1/30 – 2/5 32 hrs SP & FP
(worked 2/4)
- 2/6 – 2/9 STD Leave
(2 days)

12 days in pay period
\$2000 divided by 12 days=
\$166.67 per day.
10 days of Reg.= \$1,666.70 (Regular – HUA03)
2 days of STD = \$333.30 (Spec. Pay 61 – HUE01)
*Overrides for deductions 15,16, **20** and **36** – HUD01

VSDP Impact

Waiting period 1/30-2/5 met
and Action Rpt 2/3 generated
Action Rpt 2/9 generated.
Days on STD 2 (2/8 & 2/9)

Note: See sample of spreadsheet in Addendum AII.

STD (Scenario)
Action Report 2

Subject: Mary Jones - Determination 02/09/99

VSDP Action Report

SSN: 123-45-6789

Contact Person: Donna

Agency Name: Test Company

Case Status: open

Case Type: STD

Workers' Compensation Status:

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:

01/30/99

Authorized End Date:

02/15/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/09/99

Rate of Pay:

Effect Date of Rate of Pay:

100%
80%
60%

02/06/99
03/13/99
04/17/99

Closure Date:

Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments: Mary returned to work a full day on 02/04/99.

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

Agency Authorizing Signature

Date

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 1/25-2/9**

_ COMPANY--> **00230**

BATCH NUMBER--> **3**

PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 1234567890 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 1/25-2/9**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD (2ND LINE) | RATE AMOUNT LABOR | A DIST | WORK CDE | ADJ |
|--------------------|----------|----------|-----------|----------------|------------|--------|----------|--------|--------|--------------|------------|-------|-----------------------------|-------------------------|-----------|-------------|-----|
| 1234567890 | 0 | 9 | 61 | 0000 | _____ | 0 | 5 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0033330 | 1 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |

A287W-NO RECORD/S FOUND

* -

Could have used a HUC01 screen to enter this payment as well.

-

> GUH

230

ON HUA03

-----TIME CARD SHORT----- **Pay Period 1/25-2/9**

_ COMPANY--> **00230**

BATCH NUMBER--> 2

PAGE NUMBER--> 1

| EMPLOYEE NUMBER | T C D | HOURS REG | HOURS OT | TRN CDE | RATE AMT REG | S H | DEP SEC | LABOR | DIST | CDE | O | T | D | A |
|--------------------|-------------|--------------|-------------|------------|-----------------|--------|------------|-------|------|-----|---|---|---|----------|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 1234567890 | 0 | 00000 | 0000 | 700 | 0166670 | 0 | _____ | _____ | | | 0 | _ | 0 | 1 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 _____

Short Term Disability
Scenario
Cont.

Pay Period 2/10 – 2/24/99

After her follow up visit, her doctor recommends she only attempt to work part-time (20 hours per week) for 2 weeks. This is accommodated via a Determination Action Report dated 2/15/99 indicating to commence benefits on 2/17/99 and she is approved through 3/3/99. On 3/4/99, she is expected to return to work full time. Mary's salary each pay period is \$2000.00

Payroll and Leave Impact

- 2/10 – 2/16 STD Leave
- 2/17 – 2/24 50% Regular
50% STD

VSDP Impact

Days 3 –13 on STD (100%)
Action Rpt 2/15 generated.
Work Part-time efft. 2/17

11 days in pay period
\$2000 divided by 11 days=
\$181.82 per day.

6 days: Reg. @ 50% = \$545.45 (Regular – HUA03)
STD @ 50% = \$545.45 (Spec. Pay 61 – HUE01)

5 days of STD = \$909.10 (Spec. Pay 61 – HUE01)

*Overrides for deductions 15,16, **20** and **36** – HUD01

See sample spreadsheets in Addendum AIII.

STD (Scenario)
Action Report 3

Subject: Mary Jones - Determination 02/15/99

VSDP Action Report

SSN: 123-45-6789

Contact Person: Donna

Agency Name: Test Company

Case Status: open

Case Type: STD

Workers' Compensation Status:

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:
01/30/99

Authorized End Date:
02/18/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/15/99

Rate of Pay:

Effect Date of Rate of Pay:

100%
80%
60%

02/06/99
03/13/99
04/17/99

Closure Date:

Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments: Potential to RTW for 20 hours a week.

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

Agency Authorizing Signature

Date

> GUH 230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO D N | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|------------------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 1234567890 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

>GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD | RATE AMOUNT | A I | WORK FIELD |
|--------------------|----------|----------|-----------|----------------|------------|--------|----------|--------|--------|--------------|------------|------------|---------------|----------------|----------|---------------|
| | D | N | | | | | X | D | K | | | (2ND LINE) | LABOR | DIST | CDE | ADJ |
| 1234567890 | 0 | 9 | 61 | 0000 | _____ | 0 | 5 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0145455 | 1 | 00000 |
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| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |

A287W-NO RECORD/S FOUND

* -

Could enter this transaction on HUC01 as well.

> GUH

230

ON HUA03

-----TIME CARD SHORT----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230**

BATCH NUMBER--> 2

PAGE NUMBER--> 1

| EMPLOYEE NUMBER | T C D | HOURS REG | HOURS OT | TRN CDE | RATE AMT REG | S H | DEP SEC | LABOR | DIST | CDE | O | T | D | A |
|--------------------|-------------|--------------|-------------|------------|-----------------|--------|------------|-------|------|-----|---|---|---|----------|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 1234567890 | 0 | 00000 | 0000 | 700 | 0054545 | 0 | _____ | _____ | | | 0 | _ | 0 | 1 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
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| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 _____

Pay Period 2/25 – 3/09/99

Payroll and Leave Impact

●2/25 – 3/3 STD Leave

●3/04 – 3/09 BTW

VSDP Impact

Days 14 –18 on STD (100%)

Action Rpt 2/15 generated.

Action Rpt 3 /4 - Closure

9 days in pay period

\$2000 divided by 9 days=

\$222.23 per day.

4 days: Reg. @ \$222.23 = \$888.90 (Regular – HUA03)

5 days: *STD @ 50% = 555.55 (Spec. Pay 61 – HUE01)*

REG @ 50% = 555.55 (Regular – HUA03)

*Overrides for deductions 15,16, **20** and **36** – HUD01

See sample spreadsheet in Addendum AIV.

STD (Scenario)
Action Report 4

Subject: Mary Jones - Determination 02/16/99

VSDP Action Report

SSN: 123-45-6789

Contact Person: Donna

Agency Name: Test Company

Case Status: open

Case Type: STD

Workers' Compensation Status:

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:

01/30/99

Authorized End Date:

03/03/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/16/99

Rate of Pay:

Effect Date of Rate of Pay:

100%
80%
60%

02/06/99
03/13/99
04/17/99

Closure Date:

Closure Reason:

Job Modifications: EE RTW for 2 weeks working 20 hours/week effective 2/17/99

FMLA Intermittent Schedule:

Comments:

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

Agency Authorizing Signature

Date

STD (Scenario)
Action Report 5

Subject: Mary Jones - Closure 3/4/99

VSDP Action Report

SSN: 123-45-6789

Contact Person: Donna

Agency Name: Test Company

Case Status: close

Case Type: STD

Workers' Compensation Status:

FMLA Eligible: no

Estimated Return Work Date
03/04/99

Authorized Start Date:

01/30/99

Authorized End Date:

03/03/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked:
01/29/99

VSDP Service Date:
71 months as of 03/04/99

Rate of Pay:

Effect Date of Rate of Pay:

100%
80%
60%

02/06/99
03/13/99
04/17/99

Closure Date: 03/04/99

Closure Reason: RTW

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

Agency Authorizing Signature

Date

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 2/25-3/09**

_ COMPANY--> **00230**

BATCH NUMBER--> **3**

PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 1234567890 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 1234567890 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD | RATE AMOUNT | A I | WORK FIELD |
|--------------------|----------|----------|-----------|----------------|------------|--------|----------|--------|--------|--------------|------------|------------|---------------|-----------------------|----------|---------------|
| | D | N | | | | | X | D | K | | | (2ND LINE) | LABOR | DIST | CDE | ADJ |
| 1234567890 | 0 | 9 | 61 | 0000 | _____ | 0 | 5 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | <u>0055555</u> | 1 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |

A287W-NO RECORD/S FOUND

* -

Could enter transactions on HUC01 as well.

02/04/99 14:50:42 M3LL CIP5 _____

-----TIME CARD SHORT----- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> 1

| EMPLOYEE NUMBER | T C D | HOURS REG | HOURS OT | TRN CDE | RATE AMT REG | S H | DEP SEC | LABOR | DIST | CDE | O | T | D | A |
|--------------------|-------------|--------------|-------------|------------|-----------------------|--------|------------|-------|------|-----|---|---|---|----------|
| | | | | | | | | | | | | | | |
| 1234567890 | 0 | 00000 | 0000 | 700 | <u>0144445</u> | 0 | _____ | _____ | | | 0 | _ | 0 | 1 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |

A287W-NO RECORD/S FOUND

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Review Questions

Section 3

1. The three types of Action Reports are:

2. List the four possible case types:

3. The three types of case status are:

4. The four types of WC status are:

5. The first day of the disability or workplace absence for the employee is noted in the _____.
6. The date the VSDP has formally authorized for VSDP benefit payment is noted to the _____, however; VSDP benefits should be paid through the _____.
7. The Rate of Pay and Effrt. Dates are based on what other date?_____.
8. Special Pay number 61 is used to enter benefit payment to an employee who is **Participating** or **Not Participating** (circle one) in the VSDP.
9. To properly record benefit deduction amounts, a deduction override for deduction # _____ and # _____ will need to be entered on the _____ screen.
10. The Election to use Disability Credit form must be _____ by the employee and they must indicate what date to begin applying credits to payments, and turned in prior to the start of the pay period.

Section 4

Work Related Disability

Example

LEARNING POINTS

I. Action Reports

- INITIATION
- DETERMINATION
 - Case Type
 - STD – Short Term Disability
 - LTD – Long Term Disability
 - WC – Workers' Compensation
 - FMLA – Family Medical Leave
 - Workers' Compensation Status
 - Pending – Potential Workers' Compensation case.
 - Delay – VSDP has not confirmed status of WC.
 - Active – Workers' Compensation case approved.
 - Denied – Workers' Compensation case denied but VSDP could still be in effect.
 - Estimated Return to Work Date (ERWD)
 - Authorized Start/End Date
 - STD End Date
 - Waiting Period Waived
 - Rates of Pay/Effective Date
 - Comments/Note Section
 - Authorization
- CLOSURE
 - Closure Date
 - Closure Reason
- HR/Payroll/BA may or may not receive all these in a particular case. In some instances, you may only receive a determination and/or a closure report on a particular case.

II. Payments

- No payments should be processed unless an authorized and completed form has been received (i.e VSDP, Leave Usage, LWOP).
- Regular Pay- used to pay for hours worked or leave usage, including Disability Credits, in the pay period.
- Special Pay 62- WCSDPBEN- Amount of VSDP benefit payment due to a participant for a work related injury
- Special Pay 02- WRK COMP- Workers' Compensation payments to an employee for work-related claims.

III. **Deduction Overrides**

- To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.
- Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special pays 02, 15, 61, 62 and 63. Thus a deduction override(s) may or may not be necessary for payments to an employee.
- Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on H0BID plus any current special pays 02, 15, 61, 62 and 63. Thus these deductions will require a deduction override to be processed.

IV. **Review of Election to Use Disability Credit Form**

- Completed and signed by the employee and must be submitted prior to the start of the earnings period in which they are to be applied.
- Only one needs to be completed for each disability
- Indicates the date to begin applying credits to payments(Regular pay entered on HUA03 or HUA01)
- See Addendum Section AI for an example sheet.

V. **Allowable deductions on Special Pay 02**

- Employer paid deductions
- Child Support withholding
- Direct Deposit

ACTION REPORTS

- **INITIATION:** Lets HR/Payroll/BA know that VSDP/CORE has been advised that an employee may possibly have a claim forthcoming. No other action is required other than to file this information.
- **DETERMINATION:** This action report informs HR/Payroll/BA that the claim has been approved. The determination action report gives the following information:
 - Case Type – Informs processor of the disability classification.
 - Workers' Comp Status – Communicates the status of the Workers' Compensation claim.
 - Estimated Return to Work Date – Date the employee is expected back to work. STD benefits should be paid up to this date on an anticipatory basis, unless another DETERMINATION ACTION report is generated.
 - Authorized Start Date – actual day the claim begins.
 - Authorized End Date – Date through which CORE has authorized benefits. Payments should continue through the Estimated Return to Work Date, on an anticipatory basis. Prior to closure, an action report will be generated extending the authorized end date through the date prior to the ERTWD.
 - STD End Date – 180 days after the start date, also the day LTD would come into effect.
 - Waiting Period Waived information – Tells processor if the 7-calendar day waiting period was waived or not. If yes, then the employee does not have to use leave or go on LWOP for those seven calendar days before program initiates. If no, the employee would have to use leave or go on LWOP for 7 calendar days before program initiates.
 - Rates of Pay – Level of benefit due participant due during a particular time frame.
 - Effective Date of Rate of Pay – breaks out the periods and percentages of pay for the employee. The date shown is the beginning date of the payment.
 - Comments/Note Section – Important case information may be transmitted in these areas.
 - May or may not have to be authorized, depends on the agencies' procedures.
- **CLOSURE:** This action report closes the case and ends the employee's claim. You will need to pay the employee the benefits through the end date at the correct percentage.
 - Closure Date – Date that the VSDP benefits end.
 - Closure Reason – Reason that the VSDP benefits ended

Action Report

| | |
|-------------------------------------|--|
| Subject: _____ | -Determination __/__/__ |
| VSDP Action Report | |
| SSN: _____ | Contact Person: _____ |
| Agency Name: _____ | Case Status: _____ |
| Case Type: _____ | Workers' Compensation Status: _____ |
| FMLA Eligible: _____ | Estimated Return Work Date _____ |
| Authorized Start Date: _____ | Authorized End Date: _____ |
| STD End Date _____ | Potential for LTD: _____ |
| Waiting Period Waived: _____ | Eligible for W/C offset: _____ |
| VSDP Service Date: _____ | Last Day Worked: _____ |
| Rate of Pay: _____ | Effect Date of Rate of Pay: _____ |
| 100% | |
| 80% | |
| 60% | |
| Closure Date: _____ | Closure Reason: _____ |
| Job Modifications: _____ | |
| FMLA Intermittent Schedule: _____ | |
| Comments: _____ | |
| NOTE: _____ | |
| _____ | _____ |
| Agency Authorizing Signature | Date |

Workers' Compensation Scenario

Dan Jackson was injured at his place of employment on 2/9/99. Dan notified his supervisor as well as Human Resources. Human Resources completed the necessary paperwork to start the Workers' Compensation claim. Dan was not expecting to be out of work for more than a couple of days, however the injuries he received were more serious than expected. Meanwhile, Risk Management is investigating the case, and will render a decision.

Dan is also a participant in VSDP. Although he waited until 2/16/99 to report to VSDP that he had been injured, he was quickly approved for benefits. A Determination Action Report was generated on 2/17/99. Dan's salary each pay period is \$2000.00. Since the Workers' Compensation claim has not been approved, we will be treating the case as Non-Work Related VSDP until approval is given.

Action Report 1

| | |
|---|--------------------------------------|
| Subject: <u>Dan Jackson</u> -Initiation <u>02/16/99</u> | |
| VSDP Action Report | |
| SSN: 234-56-7890 | Contact Person: Tom Sun |
| Agency Name: Dept. Health | Case Status: Pend |
| Case Type: WC | Workers' Compensation Status: |
| FMLA Eligible: Yes | PEND |
| | Estimated Return Work Date |
| Authorized Start Date: 2/10/99 | Authorized End Date: |
| STD End Date: 8/9/99 | Potential for LTD: |
| Waiting Period Waived: no | Eligible for W/C offset: no |
| | Last Day Worked: 2/9/99 |
| VSDP Service Date: 170 months as of 2/16/99 | |
| Rate of Pay: | Effect Date of Rate of Pay: |
| Closure Date: | Closure Reason: |
| Job Modifications: | |
| FMLA Intermittent Schedule: | |
| Comments: | |
| NOTE: | |
| Agency Authorizing Signature | Date |

WORKERS' COMPENSATION SCENARIO

VSDP contacts Risk Management and Dan's physician on 2/17/99. VSDP learns that Risk management is in the process of investigating the claim. Also, after consulting with Dan's physician, VSDP determines that Dan's injuries will prevent him from working until 3/10/99. At that time, VSDP will contact Dan's physician again

Action Report 2

| | |
|--|--------------------------------------|
| Subject: <u>Dan Jackson</u> - Determination <u>02/17/99</u> | |
| VSDP Action Report | |
| SSN: 234-56-7890 | Contact Person: Tom Sun |
| Agency Name: Dept. Health | Case Status: OPEN |
| Case Type: WC | Workers' Compensation Status: |
| | Delay |
| FMLA Eligible: Yes | |
| | Estimated Return Work Date |
| | 4/17/99 |
| Authorized Start Date: | Authorized End Date: |
| 2/10/99 | 3/10/99 |
| STD End Date: 8/9/99 | Potential for LTD: no |
| Waiting Period Waived: no | Eligible for W/C offset: no |
| | Last Day Worked: 2/9/99 |
| VSDP Service Date: | |
| 170 months as of 2/16/99 | |
| Rate of Pay: | Effect Date of Rate of Pay: |
| 100% | 2/17/99 |
| 80% | 3/24/99 |
| 60% | 4/28/99 |
| Closure Date: | Closure Reason: |
| Job Modifications: | |
| FMLA Intermittent Schedule: | |
| Comments: | |
| NOTE: | |
| | |
| Agency Authorizing Signature | Date |

WORKERS' COMPENSATION SCENARIO

Pay Period 2/10-2/24/1999

Payroll and Leave Impact

2/10 – 2/16

40 Hours Leave

VSDP Impact

VSDP is in effect
for 2/17 – 2/24. Action
Report 2.

2/17 – 2/24

100% STD

11 work days in period

\$2000 divided by 11 days = \$181.82 per day

5 days (40 hrs. leave usage)

Reg: 5 days @ \$181.82 = \$ 909.10 (Regular – HUA03]

6 days (48 hrs. STD Ben.)

STD: 6 days @ \$181.82 = \$1090.90

(Sp. Pay 61 – HUE01)

*Overrides for deductions 15, 16, **20**, and **36** – HUD01

See spreadsheet in Addendum AV.

Please Note - We are paying Non-Work Related VSDP Benefits to the employee until Risk Management determines the status of the employee's claim. Once the claim is approved, the processor will need to reclassify the payments into the correct Special Pays. Once the Workers' Compensation claim is approved, only child support deductions, employer paid deductions, and direct deposit deductions are allowed on a Special Pay 02 payment. Deductions are allowable on any supplemental payments.

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUA03

-----TIME CARD SHORT----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230**

BATCH NUMBER--> 2

PAGE NUMBER--> 1

| EMPLOYEE NUMBER | T C D | HOURS REG | HOURS OT | TRN CDE | RATE AMT REG | S H | DEP SEC | LABOR | DIST | CDE | O T | D T | A |
|--------------------|-------------|--------------|-------------|------------|-----------------|--------|------------|-------|-------|-------|--------|--------|----------|
| 2345678900 | 0 | 00000 | 0000 | 700 | 0090910 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 1 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | _____ | _____ | 0 | 0 | 0 |

A287W-NO RECORD/S FOUND

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WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 2345678900 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD | RATE AMOUNT | A I | WORK FIELD |
|--------------------|----------|----------|-----------|----------------|------------|--------|----------|--------|--------|--------------|------------|------------|---------------|----------------|----------|---------------|
| | D | N | | | | | X | D | K | | | (2ND LINE) | LABOR DIST | | CDE | ADJ |
| 234567890 | 0 | 9 | 61 | 0000 | _____ | 0 | 5 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0109090 | 1 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |

A287W-NO RECORD/S FOUND

* -

Could enter transaction on the HUC01

02/04/99 14:50:42 M3LL CIP5 _____

WORKERS' COMPENSATION SCENARIO

Pay Period 2/25 – 3/09/99

The VSDP representative has been in contact with Risk Management and Dan's physician. The Workers' Compensation claim has not yet been approved, and Dan is still out of work. VSDP benefits continue.

Payroll and Leave Impact

2/25 – 3/9 100% STD

VSDP Impact

VSDP is in effect
for 2/25 – 3/9.

9 work days in period

\$2000.00 divided by 9 days = 222.23 per day

9 days of STD = \$2000.00 (Special Pay 61 – HUC01)

*Overrides for deductions 15, 16, **20**, and **36** – HUD01

See spreadsheets in Addendum AVI.

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 2/25-3/09**

_ COMPANY--> **00230**

BATCH NUMBER--> **3**

PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 2345678900 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUC01

--SPECIAL PAYMENTS AS REGULAR PAYMENTS-- **Pay Period 2/25-3/09**

_ COMPANY--> **00230**

BATCH NUMBER--> **0004**

PAGE NUMBER--> **00001**

| EMPLOYEE NUMBER | T C | T D | PAY R | ST NO | DEP LOC | SEC | S H | D E | DATE FROM | DATE TO | REG HOURS | REGULAR RATE/ AMOUNT | A I | LABOR DISTRIBUTION CODE |
|--------------------|----------|----------|-----------|----------|------------|-----|----------|----------|--------------|------------|--------------|----------------------------|----------|-------------------------------|
| 2345678900 | 0 | 7 | 61 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0200000 | 1 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |

A287W-NO RECORD/S FOUND

02/04/99 15:46:35 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

VSDP contacts Risk Management concerning the status of Dan's claim. A determination has not been made, and VSDP extends the disability period to 3/28/99.

Action Report 3

| | |
|---|--|
| Subject: <u>Dan Jackson</u> - Determination <u>03/10/99</u> | |
| VSDP Action Report | |
| SSN: 234-56-7890 | Contact Person: Tom Sun |
| Agency Name: Dept. Health | Case Status: OPEN |
| Case Type: WC | Workers' Compensation Status: Delay |
| FMLA Eligible: Yes | Estimated Return Work Date 4/17/99 |
| Authorized Start Date: 2/10/99 | Authorized End Date: 3/28/99 |
| STD End Date: 8/9/99 | Potential for LTD: no |
| Waiting Period Waived: no | Eligible for W/C offset: no |
| VSDP Service Date: 170 months as of 2/16/99 | Last Day Worked: 2/9/99 |
| Rate of Pay: 100% 80% 60% | Effect Date of Rate of Pay: 2/17/99 3/24/99 4/28/99 |
| Closure Date: Job Modifications: FMLA Intermittent Schedule: | Closure Reason: |
| Comments: NOTE: | |
| <hr/> | |
| Agency Authorizing Signature | Date |

WORKERS' COMPENSATION SCENARIO

On 3/24/99, Risk Management approves Dan's Workers' Compensation claim. Workers' Compensation becomes the primary benefit and VSDP is secondary. An adjustment to the employee's records will be necessary to reflect proper payments.

Action Report 4

| | |
|---|--|
| Subject: <u>Dan Jackson</u> - Determination <u>03/24/99</u> | |
| VSDP Action Report | |
| SSN: 234-56-7890 | Contact Person: Tom Sun |
| Agency Name: Dept. Health | Case Status: OPEN |
| Case Type: WC | Workers' Compensation Status: <u>Active</u> |
| FMLA Eligible: Yes | Estimated Return Work Date 4/17/99 |
| Authorized Start Date: 2/10/99 | Authorized End Date: 4/16/99 |
| STD End Date: 8/9/99 | Potential for LTD: no |
| Waiting Period Waived: no | Eligible for W/C offset: no |
| VSDP Service Date: 170 months as of 2/16/99 | Last Day Worked: 2/9/99 |
| Rate of Pay: 100% 80% 60% | Effect Date of Rate of Pay: 2/17/99 7/22/99 8/26/99 |
| Closure Date: Job Modifications: FMLA Intermittent Schedule: | Closure Reason: |
| Comments: NOTE: | |
| <hr/> | |
| Agency Authorizing Signature | Date |

WORKERS' COMPENSATION SCENARIO

Pay Period 3/10 – 3/24/99

Risk Management approved Dan's claim for Workers' Compensation benefits. VSDP now becomes the secondary benefit, and adjustments to Dan's earnings records will need to be made. Risk Management will provide the Weekly WC Indemnity Benefit. Reminder: Workers' Compensation rules are different for VSDP participants.

| | | |
|---------------------------------------|------------|--------|
| Employee Semi-Monthly Salary | \$2,000.00 | |
| Weekly WC Indemnity Benefit | | 534.00 |
| Weekly Indemnity Benefit divided by 7 | 76.29 | |

2/10-2/24/99 Pay Period

| | |
|-------------------------------|----------------------------------|
| Total number of calendar days | 15 |
| Total number of workdays | 11 |
| Daily Rate | \$2000.00 divided by 11 = 181.82 |
| | 181.82 divided by 8 = 22.73 |

Leave Usage 2/10-2/16 = 16.90 hours of leave should have been charged. 40 hours of leave was originally charged, so 23.10 hours of leave will need to be restored to the employee's leave balance.

| | | | |
|------------------------------------|----------------------|---------|-----------------|
| Workers' Compensation due | 15 days @ 76.29 = | 1144.35 | |
| Regular Pay Due | 16.9 hours @ 22.73 = | 384.14 | |
| VSDP Workers' Comp Supplement Due: | | 2000.00 | |
| | | | -1144.35 |
| | | | <u>- 384.14</u> |
| | | | 471.51 |

CALCULATION OF LEAVE USAGE FOR THE WAITING PERIOD:

Because Dan's WC case extended more than 21 days, the first 7 days of the claim become reimbursable. The following shows how to calculate the leave usage for that period.

| | | | |
|----|---|-------------|-------|
| 1. | EE's Annual Salary: | \$48,000.00 | |
| 2. | EE's Weekly Salary: | \$ 923.08 | |
| 3. | WC Weekly Indemnity Benefit | \$ 534.00 | |
| 4. | WC weekly benefit divided by weekly salary | .579 | |
| 5. | Daily WC Hours (Result of step 4 times 8 hours) | 4.63 | |
| 6. | Daily leave usage (8 hours minus step 5) | 3.37 | |
| 7. | 2/10-24/99 Leave usage (5 times 3.37) | 16.90 | |
| 8. | Number of WC leave hours (5 times 4.63) | | 23.10 |

WORKERS' COMPENSATION SCENARIO

2/25-3/9/99 Pay Period

| | |
|-----------------------------------|----------------------------|
| Total number of calendar days | 13 |
| Total number of work days | 9 |
| Workers' Compensation due | 13 days @ 76.29 = 991.77 |
| VSDP Workers' Comp Supplement Due | 2000.00 – 991.77 = 1008.23 |

A manual adjustment will need to be done to reflect the proper accounting and taxation.

| | | |
|-------------------|-------------------|-------------------|
| <u>2/10-24/99</u> | <u>2/10-24/99</u> | <u>Difference</u> |
|-------------------|-------------------|-------------------|

| | <u>Paid</u> | | <u>Should have paid</u> | |
|-----------------------|-----------------------|-----------------------|-------------------------|-------------|
| Regular | \$ 909.10 | \$ 384.14 | | \$ <524.96> |
| Special Pay 61 | \$1090.90 | \$ 0.00 | | \$<1090.90> |
| Special Pay 62 | \$ 0.00 | \$ 471.51 | | \$ 471.51 |
| Special Pay 02 | \$ 0.00 | \$ 1144.35 | | \$ 1144.35 |
| | <u>2/25-3/9/99</u> | | <u>2/25-3/9/99</u> | |
| | <u>Paid</u> | | <u>Should have paid</u> | |
| Regular | \$ 0.00 | \$ 0.00 | | \$ 0.00 |
| Special Pay 61 | \$2000.00 | \$ 0.00 | | \$<2000.00> |
| Special Pay 62 | \$ 0.00 | \$ 1008.23 | | \$ 1008.23 |
| Special Pay 02 | \$ 0.00 | \$ 991.77 | | \$ 991.77 |
| <u>Special Pay 02</u> | <u>Special Pay 62</u> | <u>Special Pay 61</u> | <u>Regular Pay</u> | |
| 2,136.12 | 1479.74 | <3090.90> | <524.96> | |

PAY PERIOD 3/10-3/24/99

Payroll and Leave Impact

3/10 – 24/99 – 100% Workers' Comp
100% STD

VSDP Impact

VSDP Benefit is the difference
between the WC benefit and
the semi-monthly salary. Action Report 4.

Total number of calendar days 15
Total number of workdays 11

Workers' Compensation Due: 15 days @ 76.29 = 1144.35 (SP 02 – HUE01)
VSDP Workers' Comp Supplement Due: 2000.00–1144.35 =855.65 (SP 62 – HUE01)

*Overrides for deductions 15, 16, **20**, and **36** – Will need to be completed, however a regular pay transaction needs to accompany any overrides completed on the HUD01

See spreadsheets in Addendum AVII to AVIII.

.

> GUH

230

ON HTMM1

-----EMPLOYEE MANUAL PAYS 1-----

DAN JACKSON

_ COMPANY--> 00000

EMPLOYEE NO--> 0000000000 - X

PAGE NUMBER--> 00000

| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REAS | OLD CHK NO | NET | + | Y |
|-----|-------------------|---------------|---------------|----------------|------|------------|----------|---|---|
| 503 | 2345678900 | 040199 | 020999 | 0309990 | __ | 0000000000 | 00000000 | - | - |

| | ST/ | DPT | S | SU | ---DATE-- | TX | --HOURS--- | SALARY/ | O | OT | LABOR DISTRIB | + | Y | |
|-----|------|-------|---|----|-----------|----|------------|---------|----------------|----|---------------|-------|---|----------|
| | LOC | SEC | H | ST | FROM -TO- | UN | REG | OT | AMOUNT | T | AMT | CODE | - | Q |
| 400 | 0000 | _____ | 0 | 0 | 0000 0000 | 00 | 00000 | 0000 | 0052496 | 0 | 00000 | _____ | = | Q |

| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + | Y |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|---|---|
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | - | - |

| | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | + | Y |
|-----|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|---|---|
| 550 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | - | - |

| | SP | ST/ | DPT | SU | ---DATE-- | TX | SPPAY | SP PAY | P | NONTX | | LABOR DISTRIB | + | Y |
|---|-----------|------|-------|----|-----------|----|-------|----------------|---|-------|--|---------------|---|----------|
| | NO | LOC | SEC | ST | FROM -TO- | UN | HOURS | AMOUNT | I | AMT | | CODE | - | Q |
| 6 | 61 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0309090 | 0 | 00000 | | _____ | = | Q |

A287W-NO RECORD/S FOUND

02/04/99 09:31:12 M3LL CIP5 _____

> GUH

230

ON HTMM2

-----EMPLOYEE MANUAL PAYS 2-----

_ COMPANY--> **00230** EMPLOYEE NO--> **2345678900 - 0** PAGE NUMBER--> **00001**

| TRN | ST/ LOC | DPT SEC | S H | SU ST | ---DATE-- FROM -TO- | TX UN | --HOURS--- REG OT | SALARY/ AMOUNT | O T | OT AMT | LABOR DISTRIB CODE | + Y - Q |
|-----|------------|------------|--------|----------|------------------------|----------|----------------------|-------------------|--------|-----------|-----------------------|------------|
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | _____ | -- |

| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + Y |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|-----|
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | -- |

| | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | + Y |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|
| 550 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | -- |

| | SP NO | ST/ LOC | DPT SEC | SU ST | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P I | NONTX AMT | LABOR DISTRIB CODE | + Y - Q |
|---|-----------|------------|------------|----------|------------------------|----------|----------------|------------------|--------|--------------|-----------------------|------------|
| 6 | 02 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0213612 | 0 | 00000 | _____ | ± Q |
| 6 | 62 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0147974 | 0 | 00000 | _____ | ± Q |

A287W-NO RECORD/S FOUND

02/04/99 11:36:05 M3LL CIP5 ____

> C

230

ON HTMMB

-----MANUAL PAY BALANCING-----

__ COMPANY--> **00230**

EMPLOYEE NO--> **2345678900 - 0**

PAGE NUMBER--> **00001**

| | FROM HTMM1 OR HTMC1 | FROM HTMM2 OR HTMC2 | FROM HTMM3 OR HTMC3 | TOTALS |
|------------|------------------------|------------------------|------------------------|------------|
| DEDUCTIONS | 000000.00 | 000000.00 | | 0000000.00 |
| TAXES----> | 000000.00 | 000000.00 | | 0000000.00 |
| NET-----> | 000000.00 | | | 0000000.00 |
| PAYS-----> | 003615.86 - | <u>03615.86</u> | 000000.00 | 0000000.00 |
| GROSS----> | 000000.00 | 000000.00 | 000000.00 | 0000000.00 |

NON PAID SPECIAL PAYS +
DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
TOTAL PAYS = 0000000.00
GROSS = 0000000.00

02/04/99 11:41:41 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH 230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 3/10-3/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 2345678900 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 000 1360 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 00 20200 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000 701 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 000 1480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 3/10-3/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD (2ND LINE) | RATE AMOUNT | A I | WORK FIELD LABOR DIST CDE | ADJ |
|--------------------|----------|----------|-----------|----------------|------------|----------|----------|----------|----------|--------------|------------|-------|-----------------------------|----------------|----------|---------------------------------|-----|
| 234567890 | 0 | 9 | 62 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0085565 | 1 | 00000 | |
| 234567890 | 0 | 9 | 02 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0114435 | 1 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |
| 0000000000 | X | 9 | 00 | 0000 | _____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | |

A287W-NO RECORD/S FOUND

*****May need to key a regular transaction for \$.01 to make the deduction overrides process. Reduce on of the special payments by \$.01.

02/04/99 14:50:42 M3LL CIP5 _____

WORKERS' COMPENSATION SCENARIO

Dan Jackson returns to work full time on March 29 1999. VSDP is contacted by the agency and is told of Dan's return. VSDP issues the following **CLOSURE** Action form.

Action Report 5

| | |
|--|--|
| Subject: <u>Dan Jackson</u> - Closure <u>03/28/99</u> | |
| VSDP Action Report | |
| SSN: 234-56-7890 | Contact Person: Tom Sun |
| Agency Name: Dept. Health | Case Status: CLOSED |
| Case Type: WC | Workers' Compensation Status: <u>Active</u> |
| FMLA Eligible: Yes | Estimated Return Work Date 3/29/99 |
| Authorized Start Date: 2/10/99 | Authorized End Date: 3/28/99 |
| STD End Date: 8/9/99 | Potential for LTD: no |
| Waiting Period Waived: no | Eligible for W/C offset: no |
| VSDP Service Date: 170 months as of 2/16/99 | Last Day Worked: 2/9/99 |
| Rate of Pay: 100% 80% 60% | Effect Date of Rate of Pay: 2/17/99 7/22/99 8/26/99 |
| Closure Date: 03/28/99 | Closure Reason: Return to work |
| Job Modifications: FMLA Intermittent Schedule: | |
| Comments: | |
| NOTE: | |
| <hr/> | |
| Agency Authorizing Signature | Date |

WORKERS' COMPENSATION SCENARIO

Pay Period 3/25 – 4/09/99

Dan is still out until 3/28/99 due to his Workers' Compensation injury. He returns to work full time on 3/29/99.

Payroll and Leave Impact

3/25 – 3/28/99 – 100% Workers' Comp
100% STD

3/29-4/9/99 – Regular salary due

VSDP Impact

VSDP Benefit is
the difference
between the Workers'
Comp
benefit and the
salary due for 3/25-
28/99.
Action Report 5.

| | |
|--------------------------------|----------|
| Total number of calendar days | 4 |
| Number of days due STD | 2 |
| Total number of workdays | 12 |
| \$2000.00 divided by 12 days = | \$166.67 |

10 days @ \$166.67 = \$1666.70

(Regular Pay - -HUA03)

4 days @ 76.29 = 305.16

(Workers' Compensation SP 02 – HUE01)

\$2000.00

- 1666.70

- 305.16

\$ 28.14

(VSDP WCSUP SP 62 – HUE01)

*Overrides for deductions 15, 16, **20**, and **36** – HUD01

See spreadsheets in Addendum AIX

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 3/25-4/09**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 2345678900 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 2345678900 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

WORKERS' COMPENSATION SCENARIO

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- Pay Period 3/25-4/09

_ COMPANY--> 00230 BATCH NUMBER--> 1 PAGE NUMBER--> 1

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS (2ND LINE) | WORK FIELD | RATE AMOUNT | A LABOR | WORK DIST | I CDE | WORK FIELD | ADJ |
|--------------------|--------|--------|-----------|----------------|------------|--------|--------|--------|--------|--------------|------------|---------------------|---------------|----------------|------------|--------------|----------|---------------|-----|
| 234567890 | 0 | 9 | 62 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0002814 | 1 | 00000 | | | |
| 234567890 | 0 | 9 | 02 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0030516 | 1 | 00000 | | | |
| 0000000000 | X | 9 | 00 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | | | |
| 0000000000 | X | 9 | 00 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | | | |
| 0000000000 | X | 9 | 00 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | | | |
| 0000000000 | X | 9 | 00 | 0000 | 0 | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 | | | |

A287W-NO RECORD/S FOUND

02/04/99 14:50:42 M3LL CIP5

WORKERS' COMPENSATION SCENARIO

> GUH 230

ON HUA03

-----TIME CARD SHORT----- **Pay Period 3/25-4/09**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | HOURS REG | HOURS OT | TRN CDE | RATE AMT REG | S H | DEP SEC | LABOR | DIST | CDE | O | T | D | A |
|--------------------|----------|--------------|-------------|------------|-----------------|--------|------------|-------|------|-----|---|---|---|----------|
| | | | | | | | | | | | | | | |
| | D | | | | | | | | | | | | | |
| 2345678900 | 0 | 00000 | 0000 | 700 | 0166670 | 0 | _____ | _____ | | | 0 | _ | 0 | 1 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |
| 0000000000 | X | 00000 | 0000 | 700 | 0000000 | 0 | _____ | _____ | | | 0 | _ | 0 | 0 |

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 _____

Review Questions

Section 4

1. What deductions can be processed from a Workers' Compensation Payment?

2. List the four Workers' Compensation Status case types:

3. What Special Pay number is used to pay Workers' Compensation?

4. Special Pay 62 is used to pay _____

5. What does a "NO" indication mean in the "Waiting Period Waived" section on the Action Report? _____.
6. Will the Effective Date/Rate of Pay change when Workers' Compensation is approved? _____.
7. What is the Weekly Indemnity Benefit? _____

8. Will an employee ever receive benefits that exceed their semi-monthly salary?
_____.
9. Special Pay number 62 is used to enter benefit payment to an employee who is **Participating** or **Not Participating** (circle one) in the VSDP.
10. The Election to use Disability Credit form must be _____ by the employee and they must indicate what date to begin applying credits to payments.

Section 5

NON-VSDP PARTICIPANT WORK RELATED DISABILITY

Example

LEARNING POINTS

- I. **Special Pay 63** – Workers' Compensation Supplement for non-VSDP participant
- II. **Special Pay 02** – Workers' Compensation
- III. **Allowable deductions on Special Pay 02**
 - Employer paid deductions
 - Child Support withholding
 - Direct Deposit

SPECIAL PAY 63

Special Pay 63 was developed to track agency costs associated with The Workers' Compensation Supplement for employees not participating in the VSDP. Instead of keying a 700 regular transaction, you would enter a 763 transaction on the HUC01.

SPECIAL PAY 02

Special Pay 02 is used to record Workers' Compensation Awards. Special Pay 02 is not subject to taxes, and no deductions should be processed on a Workers' Compensation payment other than child support and direct deposit. The employee will be responsible for payments due the agency for voluntary deductions, including healthcare and optional group life.

NON-VSDP PARTICIPANT SCENARIO

Ellen Sue was injured at work on 1/25/99. She informed her supervisor and completed all appropriate forms to report the incident. Human Resources has forwarded the information onto Risk Management for a determination.

Risk Management determines the claim is compensable, and issues a reimbursement check in the amount of \$1320.00 for the period of 1/25/99 to 2/9/99. Ellen's semi-monthly salary is \$2000.00. You need to make the payment. Also, the only deductions that are allowable are child support, employer paid deductions, and direct deposit on a Special Pay 02 payment. Deductions may be processed against a Special Pay 63.

> GUH

230

ON HUD01

-----DEDUCTION OVERRIDE----- **Pay Period 1/25-2/09**

_ COMPANY--> **00230**

BATCH NUMBER--> **3**

PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | DED NO | STATE LOCAL | DATE FROM | DATE TO | DEDUCTION AMOUNT | DEDUCTION GOAL | DEDUCTION UTILITY | A D J |
|--------------------|----------|----------|-----------|----------------|--------------|------------|---------------------|-------------------|----------------------|-------------|
| 1111111100 | 0 | 8 | 15 | 0000 | 0000 | 0000 | 0001360 | 0000000 | 0000000 | — |
| 1111111100 | 0 | 8 | 16 | 0000 | 0000 | 0000 | 0020200 | 0000000 | 0000000 | — |
| 1111111100 | 0 | 8 | 20 | 0000 | 0000 | 0000 | 0000701 | 0000000 | 0000000 | — |
| 1111111100 | 0 | 8 | 36 | 0000 | 0000 | 0000 | 0001480 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |
| 0000000000 | X | 8 | 00 | 0000 | 0000 | 0000 | 0000000 | 0000000 | 0000000 | — |

A287W-NO RECORD/S FOUND

> GUH

230

ON HUE01

-----SPECIAL PAYMENTS----- **Pay Period 1/25-2/09**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

| EMPLOYEE NUMBER | T C | T R | PAY NO | STATE LOCAL | DEP SEC | S C | T A | D E | C H | DATE FROM | DATE TO | HOURS | WORK FIELD | RATE AMOUNT | A I | WORK FIELD |
|--------------------|----------|----------|-----------|----------------|------------|--------|----------|----------|----------|--------------|------------|------------|---------------|----------------|----------|---------------|
| | D | N | | | | | X | D | K | | | (2ND LINE) | LABOR | DIST | CDE | ADJ |
| 111111100 | 0 | 9 | 02 | 0000 | ____ | 0 | 0 | 7 | 0 | 0000 | 0000 | 00000 | 0000 | 0132000 | 1 | 00000 |
| 000000000 | 0 | 9 | 00 | 0000 | ____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 00000000000 | X | 9 | 00 | 0000 | ____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 00000000000 | X | 9 | 00 | 0000 | ____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 00000000000 | X | 9 | 00 | 0000 | ____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |
| 00000000000 | X | 9 | 00 | 0000 | ____ | 0 | 0 | 0 | 0 | 0000 | 0000 | 00000 | 0000 | 0000000 | 0 | 00000 |

A287W-NO RECORD/S FOUND * -

02/04/99 14:50:42 M3LL CIP5

> GUH

230

ON HUC01

--SPECIAL PAYMENTS AS REGULAR PAYMENTS-- **Pay Period 1/25-2/09**

_ COMPANY--> **00230**

BATCH NUMBER--> **0010**

PAGE NUMBER--> **00001**

| EMPLOYEE NUMBER | T C | T D | PAY R | ST NO | DEP LOC | SEC | S H | D E | DATE FROM | DATE TO | REG HOURS | REGULAR RATE/ AMOUNT | A I | LABOR DISTRIBUTION CODE |
|--------------------|----------|----------|-----------|----------|------------|-----|--------|--------|--------------|------------|--------------|----------------------------|----------|-------------------------------|
| 1111111100 | 0 | 7 | 63 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0068000 | 1 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |
| 0000000000 | X | 7 | 00 | 0000 | _____ | | 0 | 0 | 0000 | 0000 | 00000 | 0000000 | 0 | _____ |

A287W-NO RECORD/S FOUND

02/04/99 15:46:35 M3LL CIP5 _____

Review Questions

Section 5

1. When can you use Special Pay 63?

2. Can you take all deductions from an employees Special Pay 02 payment?
_____. If no, what deductions can you take?

3. Why use a HUC01 to pay Special Pay 63?

Section 6

Reclassification of Pay

Example

LEARNING POINTS

I. CIPPS Screens HTMM1, HTMM2, and HTMM3

- Records adjustments to the employee's masterfile records.
- TRN 503 – records information about the adjustment.
- TRN 400 – records hours and payments for various pays.
- TRN 500 – records taxes and gross payments.
- TRN 550 – records deductions.
- TRN 600 – records hours and/or payments for special payments.
- '+' or '-' indicators will not allow a payment to be processed. These are used for non-paid updates and to correct employees' accumulations only.
- Review all employee masterfile records to determine which accumulation fields need to be adjusted.

II. CIPPS Screen HTMMB

- Displays Manual Payset balancing for values entered on the HTMM1, HTMM2, and HTMM3.
- Display screen only, automatic balancing.

III. CIPPS Screen HTPSA

- Records adjustments to an employee's pay accumulations.
- '+' or '-' indicators will not allow a payment to be processed.
- Review all employee masterfile records to determine which accumulation fields need to be adjusted.
- Balancing is automatically done on the screen.

> GUH

230

ON HTMM1

-----EMPLOYEE MANUAL PAYS 1-----

_ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

| | | | | | | | | | |
|-----|------------|--------|--------|--------|------|------------|----------|---|---|
| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REAS | OLD CHK NO | NET | + | Y |
| 503 | 0000000000 | 000000 | 000000 | 000000 | — | 0000000000 | 00000000 | — | — |

| | | | | | | | | | | | | | |
|-----|------|-----|---|----|-----------|----|------------|---------|---|-------|---------------|---|---|
| | ST/ | DPT | S | SU | ---DATE-- | TX | --HOURS--- | SALARY/ | O | OT | LABOR DISTRIB | + | Y |
| | LOC | SEC | H | ST | FROM -TO- | UN | REG OT | AMOUNT | T | AMT | CODE | - | Q |
| 400 | 0000 | — | 0 | 0 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | — | — | — |

| | | | | | | | | | | | | |
|-----|------|----|----------|--------|--------|-----------|-------|---------|-------|----------|---|---|
| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + | Y |
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 000000000 | 00000 | 0000000 | 00000 | 00000000 | — | — |

| | | | | | | | | | | | | | | | | | | |
|-----|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|---|---|
| | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | + | Y |
| 550 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | — | — |

| | | | | | | | | | | | | | | |
|---|----|------|-----|----|-----------|----|-------|---------|---|-------|--|---------------|---|---|
| | SP | ST/ | DPT | SU | ---DATE-- | TX | SPPAY | SP PAY | P | NONTX | | LABOR DISTRIB | + | Y |
| | NO | LOC | SEC | ST | FROM -TO- | UN | HOURS | AMOUNT | I | AMT | | CODE | - | Q |
| 6 | 00 | 0000 | — | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | | — | — | — |

A287W-NO RECORD/S FOUND

02/04/99 09:31:12 M3LL CIP5 —

> GUH

230

ON HTMM2

-----EMPLOYEE MANUAL PAYS 2-----

_ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

| TRN | ST/ LOC | DPT SEC | S H | SU ST | ---DATE-- FROM -TO- | TX UN | --HOURS--- REG OT | SALARY/ AMOUNT | O OT T AMT | LABOR DISTRIB CODE | + Y - Q |
|-----|------------|------------|--------|----------|------------------------|----------|----------------------|-------------------|---------------|-----------------------|------------|
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |

| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + Y |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|-----|
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | -- |

| | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | + Y |
|-----|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|
| 550 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | -- |

| | SP NO | ST/ LOC | DPT SEC | SU ST | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P I | NONTX AMT | LABOR DISTRIB CODE | + Y - Q |
|---|----------|------------|------------|----------|------------------------|----------|----------------|------------------|--------|--------------|-----------------------|------------|
| 6 | 00 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | _____ | -- |
| 6 | 00 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | _____ | -- |

A287W-NO RECORD/S FOUND

02/04/99 11:36:05 M3LL CIP5 ____

> GUH

230

ON HTMM3

-----EMPLOYEE MANUAL PAYS 3-----

_ COMPANY--> 00000

EMPLOYEE NO--> 0000000000 - X

PAGE NUMBER--> 00000

| TRN | ST/ LOC | DPT SEC | S H | SU ST | ---DATE-- FROM -TO- | TX UN | --HOURS-- REG OT | SALARY/ AMOUNT | O T | OT AMT | LABOR DISTRIB CODE | + Y - Q |
|-----|------------|------------|--------|----------|------------------------|----------|---------------------|-------------------|--------|-----------|-----------------------|------------|
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 | 00000 | _____ | -- |

| | SP NO | ST/ LOC | DPT SEC | SU ST | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P I | NONTX AMT | LABOR DISTRIB CODE | + Y - Q |
|---|----------|------------|------------|----------|------------------------|----------|----------------|------------------|--------|--------------|-----------------------|------------|
| 6 | 00 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | _____ | -- |
| 6 | 00 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | _____ | -- |

A287W-NO RECORD/S FOUND

02/04/99 11:40:24 M3LL CIP5 _____

> C

230

ON HTMMB

-----MANUAL PAY BALANCING-----

__ COMPANY--> 00000

EMPLOYEE NO--> 0000000000 - X

PAGE NUMBER--> 00000

| | FROM HTMM1 OR HTMC1 | FROM HTMM2 OR HTMC2 | FROM HTMM3 OR HTMC3 | TOTALS |
|------------|------------------------|------------------------|------------------------|------------|
| DEDUCTIONS | 000000.00 | 000000.00 | | 0000000.00 |
| TAXES----> | 000000.00 | 000000.00 | | 0000000.00 |
| NET-----> | 000000.00 | | | 0000000.00 |
| PAYS-----> | 000000.00 | 000000.00 | 000000.00 | 0000000.00 |
| GROSS----> | 000000.00 | 000000.00 | 000000.00 | 0000000.00 |

NON PAID SPECIAL PAYS +
DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
TOTAL PAYS = 0000000.00
GROSS = 0000000.00

A287W-NO RECORD/S FOUND

02/04/99 11:41:41 M3LL CIP5 ____

> GUH

230

ON HTPSA

----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

_ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REASON | NET PAY | + | Y | |
|-----|---------------|--------|--------------------------|--------|-------------|----------|---------|---------------|---------------|
| 503 | 0000000000 | 000000 | 000000 | 000000 | | 00000000 | - | - | |
| | ST/ DPT S | SU | ---DATE-- | TX | ---HOURS--- | SALARY/ | O OT | LABOR DISTRIB | + Y |
| | LOC SEC H | ST | FROM -TO- | UN | REG OT | AMOUNT | T AMT | CODE | - Q |
| 400 | 0000 | 0 | 0000 0000 | 00 | 000000 0000 | 0000000 | 0 00000 | | -- |
| | ST/ TX | | -----TAX - WITHHELD----- | | | | | GROSS | + Y |
| | LOC UN | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | PAY |
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 00000 | 00000000 |
| | SP ST/ DPT S | SU | ---DATE-- | TX | SPPAY | SP PAY | P | NONTX | LABOR DISTRIB |
| | NO LOC SEC ST | ST | FROM -TO- | UN | HOURS | AMOUNT | I | AMT | CODE |
| 6 | 00 0000 | 00 | 0000 0000 | 00 | 000000 | 0000000 | 0 | 00000 | |
| 6 | 00 0000 | 00 | 0000 0000 | 00 | 000000 | 0000000 | 0 | 00000 | |

TAXES + NET = TOTAL PAYS = GROSS
00000000 00000000 00000000 00000000

A287W-NO RECORD/S FOUND

02/04/99 09:09:00 M3LL CIP5 ____

Example 1:

February Calendar did not participate in the VSDP. She was injured on January 19th, and the claim was deemed compensable under the VA Workers' Compensation Act. Her agency received a reimbursement check in the amount of \$1500.00 for the period of January 19th to February 2nd. The State Supplement for this case is \$500.00. You will need to manually adjust her records to properly classify the payments made to her.

Example 2:

Foley Meadows did participate in the VSDP. She was injured on January 19th, and the claim was deemed compensable under the VA Workers' Compensation Act. Her agency received a reimbursement check in the amount of \$1700.00 for the period of January 19th to February 2nd. The VSDP Supplement for this Workers' Compensation case is \$550.00. In addition, \$300.00 will need to be reclassified from regular pay to Special Pay 62, and 1950.00 from Special pay 61.

You will need to manually adjust her records to properly classify the payments made to her.

THE HTPSA CANNOT BE USED IN THIS INSTANCE SINCE IT ONLY ALLOWS FOR TWO SPECIAL PAYMENT TYPES

.EXAMPLE 1

MANUAL PAYSET USING THE HTPSA

> GUH 230

ON HTPSA

FEBRUARY CALENDAR

---EMPLOYEE SPECIAL PAY ADJUSTMENT----

I COMPANY--> 00230 EMPLOYEE NO--> 9876543210 - 0 PAGE NUMBER--> 00001

| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REASON | NET PAY | + | Y |
|-----|------------|--------|-----------|--------|-------------|-----------------|---------------|-----|
| 503 | 0230000001 | 030199 | 011999 | 020299 | --- | 00000000 | + | Q |
| | ST/ DPT S | SU | ---DATE-- | TX | ---HOURS--- | SALARY/ O OT | LABOR DISTRIB | + Y |
| | LOC SEC H | ST | FROM -TO- | UN | REG OT | AMOUNT T AMT | CODE | - Q |
| 400 | 0000 | 00 | 0000 0000 | 00 | 00000 0000 | 0200000 0 00000 | | - Q |

| ST/ | TX | ----- T A X - W I T H H E L D ----- | | | | | | GROSS | + | Y |
|-----|------|-------------------------------------|----------|--------|--------|----------|-------|-------|----------|-----|
| LOC | UN | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | PAY | - Q |
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 00000 | 00000000 | -- |

| SP | ST/ | DPT | SU | ---DATE-- | TX | SPPAY | SP PAY | P | NONTX | LABOR DISTRIB | + Y |
|------|------|-----|----|-----------|----|-------|---------|---|-------|---------------|-----|
| NO | LOC | SEC | ST | FROM -TO- | UN | HOURS | AMOUNT | I | AMT | CODE | - Q |
| 6 02 | 0000 | 00 | 00 | 0000 0000 | 00 | 00000 | 0150000 | 0 | 00000 | | + Q |
| 6 63 | 0000 | 00 | 00 | 0000 0000 | 00 | 00000 | 0050000 | 0 | 00000 | | + Q |

| | | | | | | |
|----------|---|----------|---|------------|---|----------|
| TAXES | + | NET | = | TOTAL PAYS | = | GROSS |
| 00000000 | | 00000000 | | 00000000 | | 00000000 |

A287W-NO RECORD/S FOUND

02/04/99 09:09:00 M3LL CIP5 ____

EXAMPLE 1

MANUAL PAYSET USING THE HTMM1, HTMM2, AND HTMMB

> GUH 230

ON HTMM1

FEBRUARY CALENDAR

-----EMPLOYEE MANUAL PAYS 1-----

I COMPANY--> 00230 EMPLOYEE NO--> 9876543210 - 0 PAGE NUMBER--> 00001

| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REAS | OLD CHK NO | NET | + | Y | | | | | | | | | |
|-----|------------|---------|-----------|---------------------|---------------------|-------------------|----------------|---------------|--------|--------------------|----|--------------------|----|-------|----|-------|---|---|
| 503 | 0230000001 | 030199 | 011999 | 020299 | ___ | 0000000000 | 00000000 | + | Q | | | | | | | | | |
| | ST/LOC | DPT SEC | S SU H ST | ---DATE-- FROM -TO- | TX UN | --HOURS--- REG OT | SALARY/ AMOUNT | O T | OT AMT | LABOR DISTRIB CODE | + | Y | | | | | | |
| 400 | 0000 | _____ | 0 0 | 0000 0000 | 00 | 00000 0000 | 0200000 | 0 | 00000 | _____ | - | Q | | | | | | |
| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + | Y | | | | | | |
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 00000000 | 00000 | 00000000 | - | Y | | | | | | |
| | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | + | Y |
| 550 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | - | Y |
| | SP | ST/LOC | DPT SEC | SU | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P | NONTX | | LABOR DISTRIB CODE | + | Y | | | | |
| 6 | 02 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0150000 | 0 | 00000 | | _____ | - | Q | | | | |

A287W-NO RECORD/S FOUND

02/04/99 09:31:12 M3LL CIP5 ____

EXAMPLE 1

> GUH

230

ON HTMM2

-----EMPLOYEE MANUAL PAYS 2-----

I COMPANY--> **00230** EMPLOYEE NO--> **987543210** - 0 PAGE NUMBER--> **00001**

| TRN | ST/ LOC | DPT SEC | S H | SU ST | ---DATE-- FROM -TO- | TX UN | --HOURS-- REG OT | SALARY/ AMOUNT | O OT T AMT | LABOR DISTRIB CODE | + Y - Q |
|-----|------------|------------|--------|----------|------------------------|----------|---------------------|-------------------|---------------|-----------------------|------------|
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |

| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + Y -- |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|-----------|
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | -- |

| | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | + Y |
|-----|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|
| 550 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | -- |

| | SP NO | ST/ LOC | DPT SEC | SU ST | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P I | NONTX AMT | LABOR DISTRIB CODE | + Y - Q + Q -- |
|---|-----------|------------|------------|----------|------------------------|----------|----------------|------------------|--------|--------------|-----------------------|-------------------------|
| 6 | 63 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0050000 | 0 | 00000 | _____ | + Q |
| 6 | 00 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0000000 | 0 | 00000 | _____ | -- |

A287W-NO RECORD/S FOUND

02/04/99 11:36:05 M3LL CIP5 ____

EXAMPLE 1

> C

230

ON HTMMB

-----MANUAL PAY BALANCING-----

__ COMPANY--> **00230**

EMPLOYEE NO--> **9876543210 - 0**

PAGE NUMBER--> **00001**

| | FROM HTMM1 OR HTMC1 | FROM HTMM2 OR HTMC2 | FROM HTMM3 OR HTMC3 | TOTALS |
|------------|------------------------|------------------------|------------------------|------------|
| DEDUCTIONS | 000000.00 | 000000.00 | | 0000000.00 |
| TAXES----> | 000000.00 | 000000.00 | | 0000000.00 |
| NET-----> | 000000.00 | | | 0000000.00 |
| PAYS-----> | 000500.00 - | 000500.00 | 000000.00 | 0000000.00 |
| GROSS----> | 000000.00 | 000000.00 | 000000.00 | 0000000.00 |

NON PAID SPECIAL PAYS +
 DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
 TOTAL PAYS = 0000000.00
 GROSS = 0000000.00

A287W-NO RECORD/S FOUND

02/04/99 11:41:41 M3LL CIP5 ____

EXAMPLE 2

MANUAL PAYSET USING THE HTMM1, HTMM2, AND HTMMB

> GUH 230

ON HTMM1

FOLEY MEADOWS

-----EMPLOYEE MANUAL PAYS 1-----

I COMPANY--> 00230 EMPLOYEE NO--> 9776543210 - 0 PAGE NUMBER--> 00001

| | | | | | | | | | |
|-----|-------------------|---------------|---------------|---------------|------|------------|----------|---|----------|
| TRN | CHECK NO. | CHK DT | BEG DT | END DT | REAS | OLD CHK NO | NET | + | Y |
| 503 | 0230100001 | 030199 | 011999 | 020299 | — | 0000000000 | 00000000 | + | Q |

| | | | | | | | | | | | | | | |
|-----|------|-----|---|----|-----------|----|------------|---------|-----------------|----|-------|---------|---|----------|
| | ST/ | DPT | S | SU | ---DATE-- | TX | --HOURS--- | SALARY/ | O | OT | LABOR | DISTRIB | + | Y |
| | LOC | SEC | H | ST | FROM -TO- | UN | REG | OT | AMOUNT | T | AMT | CODE | - | Q |
| 400 | 0000 | — | 0 | 0 | 0000 0000 | 00 | 00000 | 0000 | 00030000 | 0 | 00000 | — | - | Q |

| | | | | | | | | | | | | |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|---|---|
| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + | Y |
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | - | — |

| | | | | | | | | | | | | | | | | | | |
|-----|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|---|---|
| | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | NO | -AMT- | + | Y |
| 550 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | 00 | 00000 | - | — |

| | | | | | | | | | | | | | | | |
|---|-----------|------|-----|----|-----------|----|-------|----------------|---|-------|--|-------|---------|---|----------|
| | SP | ST/ | DPT | SU | ---DATE-- | TX | SPPAY | SP PAY | P | NONTX | | LABOR | DISTRIB | + | Y |
| | NO | LOC | SEC | ST | FROM -TO- | UN | HOURS | AMOUNT | I | AMT | | | CODE | - | Q |
| 6 | 61 | 0000 | — | 00 | 0000 0000 | 00 | 00000 | 0195000 | 0 | 00000 | | | — | - | Q |

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02/04/99 09:31:12 M3LL CIP5

EXAMPLE 2

> GUH

230

ON HTMM2

FOLEY MEADOWS

-----EMPLOYEE MANUAL PAYS 2-----

I COMPANY--> 00230 EMPLOYEE NO--> 977543210 – 0 PAGE NUMBER--> 00001

| TRN | ST/ LOC | DPT SEC | S H | SU ST | ---DATE-- FROM -TO- | TX UN | --HOURS--- REG OT | SALARY/ AMOUNT | O OT T AMT | LABOR DISTRIB CODE | + Y - Q |
|-----|------------|------------|--------|----------|------------------------|----------|----------------------|-------------------|---------------|-----------------------|------------|
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |
| 400 | 0000 | _____ | 0 | 00 | 0000 0000 | 00 | 00000 0000 | 0000000 | 0 00000 | _____ | -- |

| | ST/L | TU | FIT | OASDI | HI | SIT | DI | LOCAL | OTHER | GROSS | + Y -- |
|-----|------|----|----------|--------|--------|----------|-------|---------|-------|----------|-----------|
| 500 | 0000 | 00 | 00000000 | 000000 | 000000 | 00000000 | 00000 | 0000000 | 00000 | 00000000 | -- |

| | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | NO -AMT- | + Y |
|-----|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|
| 550 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | 00 00000 | _ _ |

| | SP NO | ST/ LOC | DPT SEC | SU ST | ---DATE-- FROM -TO- | TX UN | SPPAY HOURS | SP PAY AMOUNT | P I | NONTX AMT | LABOR DISTRIB CODE | + Y - Q + Q + Q |
|---|-----------|------------|------------|----------|------------------------|----------|----------------|------------------|--------|--------------|-----------------------|--------------------------|
| 6 | 62 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0055000 | 0 | 00000 | _____ | + Q |
| 6 | 02 | 0000 | _____ | 00 | 0000 0000 | 00 | 00000 | 0170000 | 0 | 00000 | _____ | + Q |

A287W-NO RECORD/S FOUND

02/04/99 11:36:05 M3LL CIP5 ____

EXAMPLE 2

> C

230

ON HTMMB

-----MANUAL PAY BALANCING-----

__ COMPANY--> **00230**

EMPLOYEE NO--> **9776543210 - 0**

PAGE NUMBER--> **00001**

| | FROM HTMM1 OR HTMC1 | FROM HTMM2 OR HTMC2 | FROM HTMM3 OR HTMC3 | TOTALS |
|------------|------------------------|------------------------|------------------------|------------|
| DEDUCTIONS | 000000.00 | 000000.00 | | 0000000.00 |
| TAXES----> | 000000.00 | 000000.00 | | 0000000.00 |
| NET-----> | 000000.00 | | | 0000000.00 |
| PAYS-----> | 002250.00 - | 002250.00 | 000000.00 | 0000000.00 |
| GROSS----> | 000000.00 | 000000.00 | 000000.00 | 0000000.00 |

NON PAID SPECIAL PAYS +
 DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
 TOTAL PAYS = 0000000.00
 GROSS = 0000000.00

A287W-NO RECORD/S FOUND

02/04/99 11:41:41 M3LL CIP5 ____

Section 7

FINDS

Example

Learning Points

I. System to Download Information

- Allows access to CIPPS information through means other than paper.
- Multiple selections available depending on users' needs
- Method of information retrieval.

II. New Select Fields for FINDS

- Annual Leave Other
- Sick Leave Other
- OT Leave Other
- Comp Leave Other
- Oncall Leave Other
- SDP Leave
- All Other Leave YTD

ACTL3060

CIPPS DOWNLOADING - EMPLOYEE DATA

S005

ENTER FUNCTION: (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
9=EXECUTE REQUEST)

PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

| | | |
|--|--|--|
| <input type="checkbox"/> SUI TAXABLE YTD | <input type="checkbox"/> SUI TAX YTD | <input type="checkbox"/> SUI GROSS YTD |
| <input type="checkbox"/> SUI TAXABLE QTD | <input type="checkbox"/> SUI TAX QTD | <input type="checkbox"/> SUI GROSS QTD |
| <input type="checkbox"/> SUI TAXABLE MTD | <input type="checkbox"/> SUI TAX MTD | <input type="checkbox"/> SUI GROSS MTD |
| <input type="checkbox"/> FIT STATUS | <input type="checkbox"/> FICA STATUS | <input type="checkbox"/> SUI STATUS |
| <input type="checkbox"/> FUTA STATUS | <input type="checkbox"/> TAX UNIT | <input type="checkbox"/> SUI STATE CODE |
| <input type="checkbox"/> ANNUAL LEAVE BAL | <input type="checkbox"/> SICK LEAVE BAL | <input type="checkbox"/> OT LEAVE BAL |
| <input type="checkbox"/> COMP LEAVE BAL | <input type="checkbox"/> ONCALL LEAVE BAL | <input type="checkbox"/> RETIREMENT PLAN |
| <input type="checkbox"/> EEO RACE CODE (FLAG9) | <input type="checkbox"/> LAST CHECK DATE | <input type="checkbox"/> ANNUAL LEAVE OTHER |
| <input type="checkbox"/> SICK LEAVE OTHER | <input type="checkbox"/> OT LEAVE OTHER | <input type="checkbox"/> COMP LEAVE OTHER |
| <input type="checkbox"/> ONCALL LEAVE OTHER | <input type="checkbox"/> SDP LEAVE | <input type="checkbox"/> ALL OTHER LEAVE YTDS |
| <input type="checkbox"/> GENDER | | |

LEGEND

| FINDS | | FINDS | |
|---------------|----------------------------------|--------------|---|
| ABBREVIATION | CIPPS FIELDS | ABBREVIATION | CIPPS FIELDS |
| CMP | COMPANY NUMBER | CMPPD | COMP LEAVE USED IN PERIOD |
| EMPLOYEEENUM | EMPLOYEE NUMBER | CMUYTD | COMP LEAVE USED YEAR TO DATE |
| EMPLOYEEENAME | EMPLOYEE NAME | CMUPD | COMP LEAVE USED IN PERIOD |
| ANNLVB | ANNUAL LEAVE BALANCE | CMPBEG | COMP LEAVE BEGINNING BALANCE |
| SICKLEAVE | SICK LEAVE BALANCE | ONCYTD | ON-CALL LEAVE USED YEAR TO DATE |
| OTLVEB | OVERTIME LEAVE BALANCE | ONCPPD | ON-CALL LEAVE USED IN PERIOD |
| CMPLVB | COMP LEAVE BALANCE | ONUUYTD | ON-CALL LEAVE USED YEAR TO DATE |
| ONCLV | ON-CALL LEAVE BALANCE | ONCBEG | ON-CALL LEAVE BEGINNING BALANCE |
| ANNYTD | ANNUAL LEAVE USED YEAR TO DATE | DCLVBE | DISABILITY CREDIT BEGINNING BALANCE |
| ANNPD | ANNUAL LEAVE EARNED IN PERIOD | DCLVUPD | DISABILITY CREDIT LEAVE USED IN PERIOD |
| ANUYTD | ANNUAL LEAVE USED YEAR TO DATE | DCLVUYTD | DISABILITY CREDIT LEAVE USED YEAR TO DATE |
| ANNUPD | ANNUAL LEAVE USED IN PERIOD | DCLVBAL | DISABILITY CREDIT LEAVE BALANCE |
| ANNBEG | ANNUAL LEAVE BEGINNING BALANCE | FPLBEG | FAMILY/PERSONAL LEAVE BEGINNING BALANCE |
| SICYTD | SICK LEAVE EARNED YEAR TO DATE | FPLUPD | FAMILY/PERSONAL LEAVE USED IN PERIOD |
| SICPD | SICK LEAVE EARNED IN PERIOD | FPUYTD | FAMILY/PERSONAL LEAVE USED YEAR TO DATE |
| SICKPYTD | SICK LEAVE USED YEAR TO DATE | FPLBAL | FAMILY/PERSONAL LEAVE BALANCE |
| SICPPD | SICK LEAVE USED IN PERIOD | SDLVPD | SICKNESS/DISABILITY LEAVE PAID |
| SIFYTD | SICK FAMILY USED YEAR TO DATE | SDLVYT | SICKNESS/DISABILITY LEAVE YEAR TO DATE |
| SICFPD | SICK FAMILY USED IN PERIOD | MILYT | MILITARY LEAVE USED YEAR TO DATE |
| SICKLVBEG | SICK LEAVE BEGINNING BALANCE | EDCONFYTD | EDUCATIONAL LEAVE USED YEAR TO DATE |
| OTYTD | OVERTIME LEAVE EARNED YTD | WCCOMPYTD | WORKER'S COMPENSATION LEAVE YEAR TO DATE |
| OTPD | OVERTIME LEAVE EARNED IN PERIOD | CIVLVEYT | CIVIL LEAVE USED YEAR TO DATE |
| OTUYTD | OVERTIME LEAVE USED YTD | LWOPYTD | LEAVE WITHOUT PAY USED YEAR TO DATE |
| OTUPD | OVERTIME LEAVE USED IN PERIOD | SCHYTD | SCHOOL LEAVE USED YEAR TO DATE |
| OTBEG | OVERTIME LEAVE BEGINNING BALANCE | | |
| CMPYTD | COMPENSATORY LEAVE EARNED YTD | | |

Section 8

Changes to the CIPPS Leave Accounting System

(Afternoon Session Only)

Learning Points

I. Changes to Leave screens

- HPIUS
 - SDP Participant Indicator – Y (default) for new Hires
 - SDP Recipient Indicator – N (default)
 - SDP Employment Date – MM/01/YY
 - Convert To SDP? – V (VRS Service Credits) or D (Disability Credits)
- HPHUN:
 - New Fields

II. Changes to Leave Codes

- FP – Family & Personal Leave Usage
- NF – Family & Personal Leave Load
- FL – Family & Personal Leave Lost
- SL – Sick Leave Lost
- ND – Disability Credit Leave Load
- DC – Disability Credit Leave Usage
- SD – Short Term Disability Leave Usage
- SS – System Generated Sick Leave Load
- FS – System Generated F&P Leave Load

III. Key Conversion Dates

CIPPS Screen Changes

HPIUS Screen

Four new fields have been added to the **EMPLOYEE LEAVE STATUS** screen. (See highlighted fields below.)

```
> GUH                                     ON HPIUS

      ----EMPLOYEE LEAVE STATUS-----

COMPANY--> 00000    EMPLOYEE NO----->000000000000
NAME----->

_ ANNUAL LEAVE-----> Y  YES          SICK LEAVE-----> Y  YES
FLSA STAT-----> E  EXEMPT          OVERTIME LEAVE MAX--> 0  0 HOURS
COMP LEAVE STATUS-----> Y  YES      SDP PARTICIPANT-----> N  NO
ON CALL LEAVE STAT-----> N  NO      SDP RECIPIENT-----> N  NO
PERCENT EMPLOYMENT--> 1.00          SDP EMPLOY DATE-----> 00/00/00
PERIOD START DATE-----> 00/00/00    60-DAY LEAVE IND-----> N  NO
BEGIN LEAVE DATE-----> 00/00/00    ADJUSTED EMP DATE-----> 00/00/00
END LEAVE DATE-----> 00/00/00    PROCESS IND-----> _  YES

                        CONVERT TO SDP ? _
```

- **SDP PARTICIPANT**
 - ‘Y’ (Yes) indicates the employee participates in the VSDP
 - ‘N’ (No) indicates the employee does not participate in the VSDP
- **SDP RECIPIENT**
 - ‘N’ (No) indicates the employee is not receiving VSDP benefits
 - ‘Y’ (Yes) indicates the employee is receiving VSDP benefits
- **SDP EMPLOY DATE**
 - Employee’s State Employment Date used to determine yearly allocations
 - Format will always be MM/01/YY with the day always “01”
 - Not necessarily the CIPPS Adjusted Employment Date or the Agency Employment Date
 - Includes LWOP periods
 - Zero filled initially (00/00/00)
- **CONVERT TO SDP?**
 - Used to indicate in conversion how to convert sick leave balances
 - ‘V’ indicates convert sick balance to VRS Service Credits
 - ‘D’ indicates convert sick balance to Disability Credits
 - NOTE: This field will only be used during conversion and then deleted after each record has been converted

CIPPS Screen Changes, Continued

HPHUN Screen

Three new fields have been added to the **LEAVE BALANCES** screen while the YTD Used balances for six leave accumulator fields have been moved to a horizontal line at the bottom of the screen. (See highlighted fields below.)

| | | | | | | | | |
|----------------------------|--------|--------------------------------|----------------|---------|--------------|----------|--------------------|--|
| GD | | ON HPHUN | | | | | | |
| ----- LEAVE BALANCES ----- | | | | | | | | |
| COMPANY--> 00000 | | EMPLOYEE NUMBER--> 00000000000 | | | | | | |
| NAME-----> | | | | | | | | |
| TYPE | STATUS | JANUARY 1 BALANCE | --- EARNED --- | | --- USED --- | | CURRENT BALANCE | |
| | | | PERIOD | YTD | PERIOD | YTD | | |
| ANNUAL | NO | 000.00 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| SICK | NO | 000.00 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| SICK FAM | NO | | | | | 0.0 | | |
| OVERTIME | 240 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| COMP TIME | YES | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| ON CALL | NO | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| LWOP TIME | | | | | 0.0 | 0.0 | | |
| FAMILY/PER | NO | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | |
| DIS CREDIT | | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | |
| YTD LV ACC | CIVIL | EDUC | MILIT | WRK CMP | OTHER | SCH ASST | DISAB | |
| YTD USED | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |

- **FAMILY/PER**

The following are status indicators from the HPIUS screen:

- 'Y' (Yes) indicates the employee participates in the VSDP and leave balances are displayed on this line across the screen
- 'N' (No) indicates the employee does not participate in the VSDP

- **DIS CREDIT**

- Displays the employee's disability credit balances on this line across the screen only if the sick leave balance was converted to disability credits. It shows what was converted on the enrollment date, any usage, and the current balance.

- **YTD LV ACC/YTD USED**

- Displays the employee's YTD Used Balances for six leave accumulator fields and the new Short Term Disability (DISAB) leave accumulator.

New Leave Type Codes

Introduction

Nine new leave type transaction codes are available to initialize, adjust and enter usage of CIPPS leave for employees participating in the VSDP program. The new usage leave types for Family and Personal leave, Disability Credit leave and Short Term Disability leave enable

- Tracking by type of leave,
- reflecting balances on the CIPPS on-line balance screens, and
- displaying leave information on all reports.

New Codes

The following table shows the new leave type codes which are used to enter and maintain employee VSDP leave information.

| Leave Type | Used For | Used To Enter |
|------------|-----------------------------------|--|
| FP | Family & Personal Leave Usage | Activity or maintenance transactions for leave taken for the F&P leave usage category (SDP PART ind. must = "Y") |
| NF | Family & Personal Leave Load | Maintenance transactions to load and maintain the F&P leave balances for transfer records or new hires after 1/9 of each year |
| FL | Family & Personal Leave Lost | Maintenance transactions to adjust F&P leave lost amounts at calendar year-end |
| SL | Sick Leave Lost | Maintenance transactions to adjust sick leave lost amounts at the calendar year-end, as well as system generated transactions. |
| ND | Disability Credit Leave Load | Maintenance transactions to load the Disability Credit leave balances for transfer records |
| DC | Disability Credit Leave Usage | Activity or maintenance transactions for leave taken for the Disability Credit leave usage category |
| SD | Short Term Disability Leave Usage | Activity or maintenance transactions for leave taken for the Short Term Disability leave usage category (SDP RECIPIENT indicator must = "Y") |
| SS | System Generated Sick Leave Load | System Generated Sick Leave allocation at the beginning of the calendar year and maintenance during the year |
| FS | System Generated F&P Leave Load | System Generated F&P Leave allocation at the beginning of the calendar year and maintenance during the year |

Key Dates For Conversion Of Existing Employees

Conversion Dates Following are definitions of the dates in the Key Date Conversion Table:

Election Interval – Dates which the VSDP enrollment form is received by the agency HR office.

Conversion Keying Date – Dates which the VSDP indicators on the HPIUS screen must be entered after the enrollment form is received during the associated Election Interval. Note: These dates are intended to be the period during which leave is normally keyed under routine schedules for reporting on the stated check stub. The ending date is two (2) work days following the close of the pay period.

Coverage Date – Date the VSDP coverage is effective.

Last Date of Non-VSDP Usage – All leave used through this date must be entered by the end of the related Conversion Keying Date. Leave accruals for the related leave/pay period will post prior to conversion. Balance of leave used and accrued through this date establishes the disability or retirement service credit amount.

Leave Balance Reported Date The date for which VSDP leave balances will be displayed on check/earning notice stubs during the 1999 conversion period.

VSDP Key Dates During the 1999 Conversion Period

| Election Interval | Conversion Keying Date | VSDP Coverage Date | Last Date of Non-VSDP Usage | Check Date | Leave Balance Reported Date |
|--------------------------|-------------------------------|---------------------------|------------------------------------|-------------------|------------------------------------|
| 1/1/99-1/9/99 | 1/11/99-1/26/99 | 1/25/99 | 1/24/99 | 3/1/99 | 2/9/99 |
| 1/10/99-1/24/99 | 1/27/99-2/11/99 | 2/10/99 | 2/9/99 | 3/16/99 | 2/24/99 |
| 1/25/99-2/9/99 | 2/12/99-2/26/99 | 2/25/99 | 2/24/99 | 3/31/99 | 3/9/99 |
| 2/10/99-2/24/99 | 3/1/99-3/11/99 | 3/10/99 | 3/9/99 | 4/16/99 | 3/24/99 |
| 2/25/99-3/9/99 | 3/12/99-3/26/99 | 3/25/99 | 3/24/99 | 4/30/99 | 4/9/99 |
| 3/10/99-3/24/99 | 3/29/99-4/13/99 | 4/10/99 | 4/9/99 | 5/14/99 | 4/24/99 |
| 3/25/99-3/31/99 | 4/14/99-4/27/99 | 4/25/99 | 4/24/99 | 6/1/99 | 5/9/99 |

VSDP Conversion Report

Report TEMP

- A report listing each employee converted to the VSDP will be produced. This report is titled **EMPLOYEES CONVERTED TO SDP** and named **TEMP**.
- The report displays the employee number, employee name and the manner in which the employee's sick leave balance was converted.
- Following is an example of this report.

| | | |
|----------------------------|------------------|--------------------|
| COMPANY 00151 | | REPORT TEMP |
| 01/28/98 | | RUN ON |
| | | PAGE 1 |
| EMPLOYEES CONVERTED TO SDP | | |
| EMPLOYEE NUMBER | EMPLOYEE NAME | |
| 123-45-6789 | A B COLLINS | VRS SERVICE CREDIT |
| 987-65-4321 | X Y ZOLARE | DISABILITY CREDIT |

CIPPS Leave Chaining Modifications

Leave Chaining

- When a leave usage amount exceeds the employee's available leave balance for that specific leave type, CIPPS will automatically apply the excess hours to other types of leave categories in a pre-determined sequence. This is called "leave chaining".
 - The types of leave and the order in which CIPPS charges the excess leave amount to other leave categories depend upon the original leave type entry. After all available leave balances have been used, CIPPS automatically puts the employee on Leave-Without-Pay (LWOP) and stops the annual and sick accruals for that specified period.
 - When an employee is a VSDP Participant, the new VSDP leave types impact "leave chaining" as defined in the following sections.
-

DC Type Code

Disability Credit Taken

- Leave chaining does not apply with the DC type code.
 - The DC leave transaction is rejected and reported on the Leave Accounting Balance Exceptions Report (U011)
-

Other Leave Type Codes

The following table displays the "first to last" order ("1 to 5") in which CIPPS charges the excess leave amount to other leave earned categories before changing the employee's status to Leave-Without-Pay (LWOP).

| Type of Leave Earned Balance | | | | | |
|------------------------------|--------------|-----|---------|--------|----------|
| Type of Leave Transaction | Compensatory | F&P | On-Call | Annual | Overtime |
| FP-Family & Pers. | 1 | - | 2 | 3 | 4 |
| SP-Sick Personal | 1 | 2 | 3 | 4 | 5 |
| CT-Compensatory | - | 1 | 2 | 3 | 4 |
| OX-Overtime | 1 | 2 | 3 | 4 | - |
| NU-On-Call | 1 | 2 | - | 3 | 4 |
| SA-School Assist. | 1 | 2 | 3 | 4 | 5 |

Review Questions

Section 8

1. After adding a new employee to payroll, overnight the SDP Participant indicator on HPIUS will default to a value of _____.
2. To allow entries of disability usage, the SDP _____ indicator must be changed to a value of _____.
3. What is the difference between the Adjusted Employment date and the SDP Emp DT? _____
4. The two valid values for the Convert to SDP prompt field are _____ which indicates the employee elected to have their sick leave balance converted to _____ and _____ which indicates their balance is to be converted to _____.
5. Three new activity leave codes that employees must use if participating in the VSDP are _____, _____, and _____.
6. To manually load balances for an employee who opts into the VSDP, the following maintenance transactions are entered:

| <u>Leave Code</u> | <u>Sign</u> | |
|-------------------|-------------|--|
| _____ | _____ | To zero existing sick leave balance |
| _____ | _____ | To load new sick leave allocation |
| _____ | _____ | To load new family/personal allocation |
| _____ | _____ | To load disability credits |

ADDENDUM